

20 February 1981

MEMORANDUM FOR: ODP MAG Members

FROM : [REDACTED]  
Executive Secretary, ODP MAG Group

SUBJECT : Minutes of the ODP MAG Meeting of  
3 February 1981

PRESENT



1. The ODP MAG meeting was called to order by [REDACTED] MAG Chairman, at 1001 hours. The meeting was held in room 3D41 in the [REDACTED] building.

2. [REDACTED] opened the meeting with a brief comment on an old business item concerning the hot water problem. Two documents were passed around that made reference to the Carter's administration tasking GSA to find ways to conserve energy. As a result, the hot water was turned off.

3. Notices were sent out to seven offices in ODP informing them of the need to send another representative to the MAG Group. The current terms for their attendees will expire in March 1981.

4. The group was reminded that Mr. Bruce Johnson is still anticipating having the MAG group review the Career Development Plans of ODP.

a. Application's Career Guide should be published as of this date.

- b. An unfinished draft of the Special Projects Staff's Career Development Plan was reviewed by the group.
- c. A copy of Operations Division's Career Development Plan was reviewed by the group with brief comments on the contents and styles of both plans.
- d. Copies of SPS and OD Career Development Plans will be mailed to all MAG representatives whose offices are outside of [REDACTED]

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5. The MAG group will make a recommendation to Mr. Johnson to have the ODP Career Development Plans conveniently located throughout ODP for ease of reviewing by ODP personnel.

6. All Agency vacancy notices will be frozen for an indefinite length of time. Mr. [REDACTED] ODP's Personnel Officer will be queried for additional information.

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7. Notices were sent to all ODP offices announcing the first MAG video tape presentation. All ODP employees were asked to attend.

8. [REDACTED] is still in the process of raising funds for his swimming trip. A suggestion was made to place a money cup in coffee areas for additional contributions.

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9. The meeting was adjourned at 1107. The next MAG meeting is 3 March, Room 2D03, Headquarters, at 0930. New MAG members are expected to attend.

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